



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE: Restorative Justice Field Officer
JOB GRADE: GMG/AM 3
POST NUMBER: 73991-74015
DIVISION: Social Justice Division
BRANCH: Restorative Justice
REPORTS TO: Parish Restorative Justice Officer
MANAGES: N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division (in which the position is located):

To provide a social component to the delivery of justice through Alternative Justice Services and Alternative Dispute Resolution (ADR) services - Restorative Justice, Child Diversion and Victim Services Programmes, to support the overall priorities of the Ministry.

Job Purpose

The Restorative Justice Field Officer (RJFO) supports the Restorative Justice Parish Officer within the Ministry of Justice through managing several vulnerable and volatile communities. The focal areas of support for the RJFO are: (i) Community Mobilization and Governance (e.g. preparation of community sensitization and public awareness plans, restorative practices training to schools and community-based organizations, implementation of restorative justice and other necessary rapid impact projects); (ii) Violence Prevention and Capacity Building; (iii) Restorative Justice programmes and conferences; and (iv) Social Marketing and administrative support.

Key Outputs:

- Communities mobilized
- Meetings/ consultations organized with respect to the development of Community Development and Safety Plans created
- Monitoring assistance provided for the activities of non-governmental organizations (NGO) service providers
- Training sessions executed
- Restorative Justice Conferences arranged
- Collecting samples, information and data to inform further analysis
- Confer with RJ beneficiaries and support staff to conduct assessments as directed
- Extract and report on data driven conclusions for each salient undertaking
- Administrative functions performed

Key Responsibility Areas:

- Assist the Restorative Justice Officer in mobilizing the community and organizing meetings/ consultations with respect to the development of Community Development and Safety Plans including assisting in the collection of relevant data;
- Assist in monitoring the activities of non-governmental organizations (NGO) service providers engaged to deliver Restorative Justice programmes to the community including the collection of relevant data;
- Assists the Restorative Justice Officer in preparing community development and safety plans
- Follow up with stakeholders to obtain relevant information required to inform plans and initiatives
- Assist in arranging Restorative Justice conferences; and
- Performs administrative functions in the Restorative Justice Office.
- Other Tasks
- The RJFO will undertake any other tasks assigned by his/ her supervisor.
- Works towards building a high performing team; and
- Excellent Computer Skills (Microsoft Word, PowerPoint and Excel).
- Assists in planning Restorative Justice Week Activities

Performance Standards:

This job is satisfactorily performed when:

- Quality of the relationships with the stakeholders;
- Work-plans and Performance Reports developed within specified timeframe;
- Integrity and confidentiality exercised in the execution of duties.

Internal and External Contacts (specify purpose of significant contacts:**Internal Contacts**

Contact (Title)	Purpose of Communication
Principal Director Social Justice Services	Provide and receive information
Director Restorative Justice	To seek directives
	Request permissions/authorisation
	To clarify protocols, as needed
	For completion of Performance Evaluations
	Associated issues/concerns
Parish Restorative Justice Officers	Collaboration on RJ matters
HR Officers	Information on HR related matters
Accounts/Finance	Queries re salaries/late payments/mileage payments
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships • Provide expert advice and exchange information

External Contacts

Contact (Title)	Purpose of Communication
Jamaica Constabulary Force	Partnership development
Courts of Jamaica	
Ministry of Education	
Department of Corrections	
Justices of the Peace	
Ministerial Fraternity	
Bar Association	
General Public	<ul style="list-style-type: none"> • Collaborate on matters, exchange information, provide advice and seek feedback

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	Level
Adaptability	2	Accountability	1
Compliance	1	Attention to Detail	1
Customer and Quality Focus	1	Conflict Management	1
Initiative	1	Goal/Results Oriented	1
Integrity	2	Methodical	1
Interpersonal	2	Planning and Organising	1
Oral Communication	2	Problem Solving and Decision-making	1
Team Work & Cooperation	1	Resilience	1
Time Management	1	Stress Tolerance	1
Written Communication	2	Technical Skills	1
		Use and Application of Technology	1

III. Other Competencies

Good attention to detail and ability to maintain accurate records to provide accountability and deliverability
Ability to establish positive relationships with partners, generating confidence and respect

Minimum Required Education and Experience

a) Specific knowledge (however acquired) required to start:

- Sensitivity to the needs of residents of violence prone communities in Jamaica;
- Restorative Justice Processes
- Community mobilization
- Social Work is an advantage.

b) Qualifications and Experience

- Associate Degree in Social Work/Counselling/Psychology or other related Social Science or Arts
- Preferably three (3) years working experience in a low-income community
- Experience in working or volunteering in a community-based organization

c) Continuous Professional Development

- Attend relevant training on emerging trends and practices within the field.
- Network within the profession and relevant associations to keep abreast with the industry.

Authority:

- Organization of conferences

Specific Essential Conditions associated with the job

- Work will be conducted in an office outfitted with standard office equipment and specialized software
- Work beyond normal office hours
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally to attend conferences, seminars and meetings
- Willingness to work in volatile community
- Must be willing to work at 50% of the time in the field